

WARRINGTON BOROUGH COUNCIL
RECORD OF DECISION TAKEN BY AN OFFICER

**DECISION TITLE: AWARD OF CONTRACT FOR DIGITISATION OF THE
WARRINGTON REGISTER ARCHIVE**

Cabinet Decision No and/or Forward Plan No (Cabinet Decisions only)	N/A
Directorate Ref No (Non Cabinet decisions only) If applicable	N/A
Decision detail	<p>In order to protect and maintain the condition of the Warrington Register archives the Council required a specialist service provider to digitise the archives and deliver an electronic software repository solution containing scanned images of the Warrington Birth, Death and Marriage Registers.</p> <p>Following an invitation to tender process it was recommended and agreed to award the contract to Microform Imaging Limited.</p>
Reason for Decision	<p>The decision is based on a fully auditable competitive tendering exercise. Tenders were evaluated following pre-published weighted award cost and quality criteria.</p> <p>The contract offers the Council a hosted online repository solution of the digitise registers for an initial term of 5 years with the option to extend up to another 2 years.</p>
Decision Maker/Responsible Officer	Lynton Green, Director of Corporate Services
Directorate	Corporate Services
Lead Cabinet Member consulted (if applicable)	N/A
Decision Date	30 March 2020
Date Decision was published / notified (normally within 2 clear working days of decision being made)	30 March 2020
Summary of options considered	<ul style="list-style-type: none"> - continue to physically access the Registers risking further damage and deterioration; - invite tenders to digitise the Registers making them available electronically.
Interests declared	N/A
Background Papers	Tender Invitation Documents

(if applicable) <i>(period expires after 4 years from date of decision)</i>	Tender Evaluation Documents
Confidential / exempt information	Confidential
Category (if applicable)	

NB. This form expires after 6 years.